B&H MONTHLY REPORTS
General Instructions

A test version of Brand Plus has been installed on your machine to run your monthly report. New features include:

- Data files will now have the same filename as the corresponding Brand Plus report spec, but with .WKS appended, rather than a randomly assigned 11-digit number. For example,

Brand Plus Report Spec Name	Data File Name
1MM Marlboro Share	1MM Marlboro Share.WKS

The name you input for your Brand Plus report spec can only have up to 27 characters.

- New Run Option feature, Save Report to Disk <u>automatically</u> saves data files directly to the hard disk within a folder called DataNet Work located within your Work Folder. You can now bypass the steps of importing the data into Excel, and then renaming and saving the files to a specific folder.

1. Open Brand Plus

2. Open Work Folder and then Monthly Report Folder.

3. Within the Monthly Report Folder, open MSA, Nielsen or Supermarket Folder.

4. Be sure that the Run Option "Save to Disk" box is checked off in lower right corner *.

5. Highlight all reports that need to be updated within a particular database and then select "Run Now" to process all reports at once * * . Reports will be returned to a folder named Datanet Work inside the Work Folder.

6. Make sure that all reports within a particular database are processed before selecting a second batch of reports to run from another folder. Open the next folder that needs to be updated and repeat step 5.

7. When all reports are finished processing, close Brand Plus and open your Work Folder. Move all of the files in your Datanet Work Folder that pertain to your monthly report into a folder named Excel Macro. This folder contains the macro that will create all of your charts and then print them automatically.

8. Double click on .BH, which will open up Excel and then go to the menu bar at the top of the screen, pull down Macro, and release on "Produce All Reports."

* MAP files must be transferred directly into the MapMaker Application. Therefore, do not select "Save to Disk" for any MAP files.

* * See following pages on Brand Plus Report Specifications for more details on running reports.

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